



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

Date: September 17, 2003

To: School Food Authority Administrators

From: Christine Emerson, Director
School Nutrition Programs

Re: Verification of School Meals Applications - Reporting and Record Keeping Requirements

The verification of school meals applications reporting and record keeping requirements has been amended. Implementation of the new requirements must be in effect for the fiscal year 2005.

Section 7 CFR Part 245 RIN:0584-AD20 requires each school food authority to report information related to its annual verification activity to School Nutrition Programs no later than March 1, 2005, and by the first of March each year thereafter.

In the fall 2004 administrative mailing, School Nutrition Programs will notify each school food authority of the required data that must be submitted with regard to verification. A form will be included in the mailing on which to report this information.

School food authorities shall retain copies of the information reported and all supporting documents for a minimum of three years. All verified applications must be readily retrievable on an individual school basis, including all documents submitted by the household for the purpose of confirming eligibility, or reproductions of those documents. All relevant correspondence between the households selected for verification and the school or school food authority must also be retained for at least three years.

If you have questions, please call Holly Humphrey, School Nutrition Programs Specialist, (406) 444-4413.